



**CITY OF MIAMI SPRINGS**  
 PARKS AND RECREATION DEPARTMENT 101 APACHE ST  
 MIAMI SPRINGS, FLORIDA 33166 (305) 805-5060  
**ADULT COMMUNITY CENTER RENTAL**  
**APPLICATION**



Contact Name/Group: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ or \_\_\_\_\_  
 Requested date: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

FOR OFFICE USE ONLY		
	FP	FO
	Deposit	Rental
Amount Paid		
Payment Type		
Date		
Receipt #		
Cashier		
<b>For any concerns or issues during your rental, please call the Miami Springs REC Center at 305-805-5075</b>		

**RENTAL OPTIONS**

- Rebeca Sosa Dining Hall (4 Hours): \$400/\$550 \_\_\_\_\_
  - Additional Time: \$100/\$140 per hr. \_\_\_\_\_
- Security Deposit: \$200/\$225 \_\_\_\_\_
- After Hours Rental: \$900/\$1150 \_\_\_\_\_
- After Hours Security Deposit: \$500 \_\_\_\_\_
  - Outside Patio (4 Hours): \$240/\$300 \_\_\_\_\_
  - Additional Time: \$60/\$75 \_\_\_\_\_
  - Security Deposit: \$100/\$100 \_\_\_\_\_
- Classroom per Hour: \$30/\$50 \_\_\_\_\_
- Art Room per Hour: \$40/\$80 \_\_\_\_\_
- Additional Notes/Amenities requested: \_\_\_\_\_

- Deposits are mailed back to address provided 2 to 3 weeks following the party as a City check.
- Deposit **WILL NOT BE** returned if rental rules are broken or damage is found to rented area.

**FULL RENTAL PAYMENT REQUIRED 2 WEEKS PRIOR TO EVENT**

Cash or check made to: City of Miami Springs  
 Photo ID required for proof of residency  
 After Hours fees are for events happening Friday, Saturday, Sunday from 6pm – 10pm.

**EVENT NAME/DESCRIPTION:**

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**ESTIMATED NUMBER ATTENDING EVENT:**

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**\*\*\*\*Signature of form clarifies that Party understands All Adult Community Center Rules and regulations and AGREES to follow them.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FACILITY PERMIT/CLEAN-UP DEPOSIT**

Facility reservations may be requested up to **six weeks** in advance and are based upon availability. A clean-up/damage deposit will be required in order to reserve a facility. The balance of the rental fees should be paid in full 2 weeks prior to the event. The City of Miami Springs reserves the right to retain all or 50% of the clean-up/damage deposit for events that are canceled due to circumstances beyond the City's control. Failure to adequately clean the facility, damage to or loss of Adult Community Center property or violation of Adult Community Center rules will result in the loss of all of the deposit. Partial deposit (50%) will be retained if the party is cancelled less than 72 hours prior to scheduled event. **Security Deposit is NOT applied to rental.** A check will be issued to the Renter in the amount of the security deposit if all rules are complied with, 2-3 weeks following the rental.

**INSURANCE**

Prior to the use of a facility, proof of insurance may be required with the policy naming the City of Miami Springs as an additional insured for the duration of the event.

**ACTIVITY**

Any unusual equipment and/or activity must be approved by the Adult Community Center and noted on the rental application form. All equipment must be delivered/removed within the rental period – no storage areas are available. Excessive amplified music or other loud noises which disturb other patrons or adjacent property owners are prohibited. Premises must be vacated by 9:00 pm.

**CONDUCT**

Permittee must take all necessary steps to control all of their guests/participants/spectators. Any person(s) violating any of the Rules & Regulations contained herein, any City ordinances, or other laws, or who are, in the opinion of the Parks and Recreation Adult Community Center, constituting a public nuisance, potential hazard to the public or property, or exhibiting disorderly conduct, may be expelled from the facility by city staff or Police Department. Parking on private property is prohibited.

**SET UP/DECORATIONS**

**Rental time includes setup and breakdown of party.** Decorations may be attached with MASKING TAPE ONLY. The use of staples, nails, tacks, etc. is prohibited. The rental period should include sufficient time for set-up of facility, conducting the event, and clean up of the facility to the satisfaction of the Recreation Department. All facilities/furniture/equipment must be returned to its original condition and be replaced in its original position if moved.

**It is encouraged that residents and individuals renting park facilities or other public facilities to reduce the use of and replace Single-Use-Plastics and Styrofoam food service articles with reusable or environmentally-friendly alternatives whenever possible.**

**INTOXICANTS**

Alcoholic beverages are **NOT** permitted in any City of Miami Springs facilities. If found your deposit is forfeited.

**FOOD SERVICE**

Cooking of food is not permitted at these facilities. Use of refrigeration equipment or kitchen area is not permitted.

**SPECIAL REQUIREMENTS**

Additional trash receptacles, clean up crews, portable toilets, off duty police officers, etc. may be required depending on the facility, number of attendees, nature of event or other miscellaneous conditions as determined by the City.

**PETS**

With the exception of service dogs, pets are not permitted into the Miami Springs adult Community Center.

## CANCELLATIONS AND REFUNDS

In order to be eligible for a refund, cancellations must be made at least three days prior to the event date. Failure to cancel more than three days prior to event will result in the forfeiture of 50% of renter's security deposit. Refunds generally take four weeks for processing. Refunds will not be issued due to inclement weather.

THE NON-COMPLIANCE WITH ANY OF THE ABOVE-STATED RULES MAY RESULT IN REVOCATION OF PERMIT, LOSS OF CLEAN UP/DAMAGE DEPOSIT AND REFUSAL OF ANY SUBSEQUENT PERMIT APPLICATIONS FOR A PERIOD OF UP TO ONE YEAR.

# MIAMI SPRINGS ADULT COMMUNITY CENTER RENTAL RATES

<u>Miami Springs Adult Community Center Facility Rental Fees</u>	<u>Rates</u>	
<u>Rebecca Sosa Dining Hall</u>	<u>Resident</u>	<u>Non-Resident</u>
<u>4-Hour Rental</u>	<u>\$400.00</u>	<u>\$550.00</u>
<u>Each Additional Hour</u>	<u>\$100.00</u>	<u>\$140.00</u>
<u>Security Deposit</u>	<u>Varies</u>	<u>Varies</u>
<u>After-Hours Rental</u>	<u>\$900.00</u>	<u>\$1,1500.00</u>
<u>After-Hours Security Deposit</u>	<u>\$500.00</u>	<u>\$500.00</u>

<u>Outside Patio</u>	<u>Resident</u>	<u>Non-Resident</u>
<u>4-Hour Rental</u>	<u>\$240.00</u>	<u>\$300.00</u>
<u>Each Additional Hour</u>	<u>\$60.00</u>	<u>\$75.00</u>
<u>Security Deposit</u>	<u>\$100.00</u>	<u>\$100.00</u>
<u>Classroom</u>	<u>Resident</u>	<u>Non-Resident</u>
<u>Per Hour</u>	<u>\$30.00</u>	<u>\$50.00</u>
<u>Art Room</u>	<u>Resident</u>	<u>Non-Resident</u>
<u>Per Hour</u>	<u>\$40.00</u>	<u>\$80.00</u>

- Non-profit organizations are exempt from the fee upon proof of non-profit/tax-exempt status
- Additional fees for Police and Public Works will be added depending upon the amount of staff and services needed. Payment of Police and Public Works fees will be required prior to the event date.
- Tables and Chairs for 90 people included in Rental Fee for the Rebecca Sosa Dining Hall. Additional tables and chairs will be the responsibility of the party renting the facility. The dining room has a max of (6) hours per rental.
- Pricing of Security Deposit will be at discretion of City Manager and/or Recreation Director.
- After-Hours rental applies to rentals held after normal operating hours-Friday, Saturday, Sunday from 6-10pm.

After-hours rental price includes: 2 Staff members (an average rate of \$10/hr/employee); Rebeca Sosa Dining Hall Rate (\$400.00); Additional Hour Fee (\$100.00); Outside Patio (\$240.00); Rates reflected are resident rates. Return of security deposit is at the discretion of City Manager and/or Recreation Director. After-hours rentals have a max of five hours per rental. Maximum Capacity for Sosa Dining room is 100. After-hours rentals are allowed to stay until 11:00 PM on Fridays and Saturdays. All guests and staff must be out of the building by 11:00pm